

UNITED STATES DEPARTMENT OF AGRICULTURE  
Federal Grain Inspection Service  
P.O. Box 96454  
Washington, D.C. 20090-6454

GRAIN INSPECTION HANDBOOK  
Book IV  
Chapter 2  
1/1/91

## CHAPTER 2. WORK RECORDS

<u>Section Number</u>	<u>Section Title</u>	<u>Page Number</u>
2.1	WORK RECORDS.....	2-1
2.2	SAMPLING RECORDS.....	2-2
2.3	COMBINATION PAN TICKET AND INSPECTION RECORD.....	2-6
2.4	GRAIN SAMPLE TICKET.....	2-10
2.5	INSPECTION LOG.....	2-24
2.6	RECORD ON THE DISPOSITION OF EXCESS GRAIN	2-31
2.7	RECORD OF WITHDRAWALS AND DISMISSALS.....	2-34
2.8	STOWAGE EXAMINATION WORK RECORD.....	2-35
2.9	CERTIFICATE CONTROL RECORD.....	2-38

### FORMS

FGIS-919	Sampling Ticket	2-3
FGIS-918	Sample Pan Ticket	2-7
FGIS-920	Grain Sample Ticket	2-11
FGIS-921	Inspection Log	2-25
FGIS-921-1	Inspection Log (Continuous Sheet)	2-26
AD-107	Report of Transfer or Other Disposition or Construction of Property	2-32
FGIS-939	Stowage Examination Worksheet	2-36



2.1  
WORK RECORDS

Work records must be completed and maintained for each function performed during the course of an inspection. All pertinent sampling and factor information found during the examination must be shown on the work record as well as the certificate. Work records are printed in duplicate so that one copy may be filed with the sample and one copy used to complete the certificate. Work records must:

- A. Be typed or written legibly in English;
- B. Be concise, complete, and accurate;
- C. Contain all of the information needed to prepare official certificates or official reports;
- D. Have the name(s) or initials of the person(s) who made each determination; and
- E. Contain any other information required by the FGIS field office or agency for monitoring or supervising the service provided.

Copies may be used for reporting the results of official inspections for monitoring or supervision.

Correct errors by neatly drawing a line through the error in a different colored ink (if possible) and initialing the correction. Work records should never be rewritten unless it is rendered useless. If this should occur, the original should be attached and filed with the rewritten record. The use of correction fluid or correction tape on work forms is prohibited.

FGIS personnel are required to use the standardized forms and formats prescribed in this handbook.

Agencies may develop work forms to suit their needs as long as these forms provide all of the required information.

**2.2  
SAMPLING  
RECORDS**

FGIS field offices and agencies must complete and maintain records pertaining to sampling activities. Sampling information may be recorded separately on a pan ticket or it may be recorded with inspection information on a combination sampling and inspection form.

The following information shall be entered on the pan ticket or inspection log when used:

- A. Location of the grain;
- B. Date of sampling;
- C. Kind of grain;
- D. Method of sampling;
- E. Identification of lot or carrier;
- F. Approximate quantity of grain in terms of bushels, pounds, carlot, trucklot, trailerlot, etc.;
- G. Type of movement (e.g., in, out, or local);
- H. When applicable, initials and numbers of seals removed and seals applied;
- I. Any pertinent information that may affect the grading or certification of the lot (e.g., "Top \_\_\_\_ feet sampled. Bottom not sampled." odor, insects, etc.); and
- J. Name(s) or initials of sampler(s).

FGIS personnel may use Form FGIS-919 (formally IN-149), "Sampling Ticket," to record sampling information; Form FGIS-918, "Sample Pan Ticket," to record original sampling and inspection information; Form FGIS-920, "Grain Sample Ticket," to record sampling, inspection, and grading information for monitoring inspections, appeal inspections, and Board appeal inspections; or Form FGIS-921, "Inspection Log," to record sampling, inspection, and grading information of shiplots and combined lots.

Agency managers may develop a sampling record that best suits their needs. This record shall provide for the inclusion of all the required information.

"SAMPLING TICKET"

SAMPLING TICKET		
MARKET	①	DATE
LOCATION OF COMMODITY		②
COMMODITY		③
IDENTIFICATION OF CONTAINER		④
QUANTITY	⑤	IN OUT LOCAL
SEAL REMOVED (Identification and no.)		⑥
SEAL APPLIED (Identification and no.)		⑦
REMARKS		
⑧		
⑨		
⑩		
⑪		
SAMPLER (Name or initials)		
⑫		

Instructions for Completing the "Sampling Ticket"

- ① Enter the name of the field office or specified service point.
- ② Record the date the sampling was completed.
- ③ Indicate the location of the grain at the time of sampling.
- ④ Enter the identity of the grain sampled.
- ⑤ Identify the lot or carrier as follows:

Railcars - Initials and numbers. All railcars are construed to mean covered hopper (the words "covered hopper" may be used). "Open Top Hoppers" and "boxcars" are so designated.

Trucks and Trailers - License number of the truck or truck and trailer (abbreviate as Trk or Trk and Trl) and name or abbreviation of State. Trucks and trailers may be further identified as to the time of day sampled, contract number, etc.

Barges - Initials and number or name. Barges may be further identified as "Lift Top" or "Roll Top."

Ships - Name preceded by its means of propulsion (M/V, M/T, S/S, etc.).

Other - Name of carrier or storage facility and any identifying name or number.

- ⑥ Enter the approximate quantity of grain in terms of carlot, trucklot, trailerlot, truck/trailerlot(s), bargelot, part-carlot, part-trucklot, part-trailerlot, part-truck/trailerlot(s), part-carlot, part-bargelot, pounds, or bushels. For sacklot inspections, insert the number, weight, and type of sack inspected (e.g., 1,850 100-lb. cotton sacks), and the approximate number of bushels.
- ⑦ Check the type of movement; e.g., in, out, or local.
- ⑧ When applicable, record the initials and numbers of each seal(s) removed.
- ⑨ When applicable, record the initials and numbers of each seal(s) applied.

GRAIN INSPECTION HANDBOOK

Book IV

Chapter 2

1/1/91

- ⑩ Enter any pertinent information that may affect the grading or certification of the lot including:
- a. The method of sampling used; e.g., probe, diverter mechanical sampler, Ellis cup, pelican, etc.
  - b. The notation "Top \_\_\_\_\_ feet sampled. Bottom not sampled." and the average depth of the probes when applicable.
  - c. The condition if the lot is heating, musty, or sour.
  - d. The number of insects if present.
  - e. Shallow probe or door probe if applicable.
- ⑪ Sampler(s) signature or initial.

2.3  
COMBINATION  
PAN TICKET  
AND INSPECTION  
RECORD

Official personnel shall complete and maintain detailed records pertaining to all inspection activities. These activities shall include factor results and grade designations if this information is not recorded on a sampling record.

The following information shall be shown on the inspection record:

- A. Date inspected.
- B. Movement (e.g., in, out, or local).
- C. Location of the grain.
- D. Identification of the lot or carrier.
- E. Type of carrier.
- F. Approximate quantity in terms of bushels, pounds, carlot, trucklot, trailerlot, etc.
- G. If a sampling work record has not been completed, enter the method of sampling, date sampled, and the sampler's initials.
- H. When applicable, initials and number of seal(s) removed and seal(s) applied.
- I. Grade and identity (class, subclass, or kind of grain) and, when applicable, the percentage of dockage.
- J. Results for each factor determined.
- K. When applicable, the percentage of protein and the initials of the person performing the protein analysis.
- L. Any additional information pertinent to the inspection.
- M. The initials of the technician(s) who assisted with factor determinations.
- N. The name of the inspector and the inspector's code number.

FGIS personnel may use Form FGIS-918, "Sample Pan Ticket," for recording sampling and inspection information; or Form FGIS-920, "Grain Sample Ticket," for sampling inspection and grading information for monitoring inspections, appeal inspections, and Board appeal inspections.



## GRAIN INSPECTION HANDBOOK

Book IV

Chapter 2

1/1/91

"SAMPLE PAN TICKET"

SAMPLE PAN TICKET										
CERTIFICATE NO. (1)		DATE INSPECTED (2)		IN (3) LOCAL		LOCATION (4)				
		19		OUT SUB.						
IDENTIFICATION OF LOT (5)				TRUCK (6) HOPPER		COV. HOPPER		QUANTITY (7)		
				BARGE (6) BOXCAR						
PROBE (8)		TOP (8) FT. SAMPLED		SHALLOW PROBE (9)		DATE SAMPLED (10)		SAMPLER (11)		
DIVERTER (8)		CUP (8)		PELICAN (8)		DOOR PROBE (9)				
GRADE AND KIND (12)				% DOCKAGE (13)						
TW	M	ODOR	HT	DKT	FM	SHBN	DEF	DHV	% PROTEIN (15)	
LBS.	%	%	%	%	%	%	%	%		
HVAC	HARD	CCL	WOCL	BCFM	SBLY (14)	BN	THIN	BB	% ANALYST	
%	%	%	%	%	%	%	%	%		
SKBN	OG	WO	SCO	FMOW	BNFM	SPL	BBB		(16)	
%	%	%	%	%	%	%	%	%		
REMARKS (17)										
SEALS BROKEN (18)				SEALS APPLIED (19)				CONSIGNEE (20)		
NAME OF INSPECTOR (21)				ACG CODE (22)		TECHNICIAN/FACTORS ANALYZED (23)				

Instructions for Completing for "Sample Pan Ticket"

- ① If applicable, enter the serial number of the certificate(s) issued for the lot or sample(s).
- ② Enter the date the inspection service was completed.
- ③ Check the type of movement (e.g., in, out, or local).
- ④ Enter the location of the grain at the time of sampling.
- ⑤ Identify the lot or carrier as follows:

Railcars - Initials and numbers. All railcars are construed to mean covered hopper (the words "covered hopper" may be used). "Open Top Hoppers" and "boxcars" are so designated.

Trucks and Trailers - License number of the truck or truck and trailer (abbreviate as Trk or Trk and Trl) and name or abbreviation of State. Trucks and trailers may be further identified as to the time of day sampled, contract number, etc.

Barges - Initials and number or name. Barges may be further identified as "Lift Top" or "Roll Top."

Ships - Name preceded by its means of propulsion (M/V, M/T, S/S, etc.).

Other - Name of carrier or storage facility and any identifying name or number.

Submitted Sample - The applicant's mark, number, or other identification.

- ⑥ Check the applicable carrier or write in the type of carrier.
- ⑦ Enter the approximate quantity of grain in terms of carlot, trucklot, trailerlot, truck/trailerlot(s), bargelot, part-carlot, part-trucklot, part-trailerlot, part-truck/trailerlot(s), part-carlot, part-bargelot, pounds, or bushels. For sacklot inspections, insert the number, weight, and type of sack inspected (e.g., 1,850 100-lb. cotton sacks), and the approximate number of bushels. For submitted samples, give the approximate weight (in grams) of the sample received.
- ⑧ Check the method of sampling.
- ⑨ If applicable, check either shallow probe or door probe.

GRAIN INSPECTION HANDBOOK

Book IV

Chapter 2

1/1/91

- ⑩ Enter the date(s) sampled.
- ⑪ Sampler(s) signature or initials.
- ⑫ Enter the grade and identity (class, subclass, or kind of grain) of the grain in accordance with the Official U.S. Standards for Grain when the grade and identity are determined.
- ⑬ If applicable, enter the percentage of dockage.
- ⑭ Enter the results for each factor determined.
- ⑮ When applicable, enter the percentage of protein.
- ⑯ Enter the name or initials of the person performing the protein analysis.
- ⑰ Enter all remarks applicable to the inspection including:
  - a. Sampler's observations (see Grain Inspection Handbook, Book I, section 2.4).
  - b. Required and approved statements.
  - c. For dual-graded or multigraded lots, an identification of the section of the carrier the sample represents (e.g., estimated 1/5 car B end). Tickets for each portion, largest on top, shall be stapled together.
  - d. Additional factor information.
- ⑱ When applicable, record the initials and numbers of each seal(s) removed.
- ⑲ When applicable, record the initials and numbers of each seal(s) applied.
- ⑳ Enter the name of the company or person receiving or holding the lot.
- ㉑ & ㉒ Enter the name and code number of the inspector who assigned the grade or made factor determinations in the case of a factor only analysis.
- ㉓ When applicable, enter initials and factor determined by inspection personnel other than the inspector named in block ㉑ (e.g., JM-M, TW, etc.).

2.4  
GRAIN SAMPLE  
TICKET

Form FGIS-920, "Grain Sample Ticket," shall be used by FGIS field offices and the Board of Appeals and Review (BAR) to record the results of monitoring inspections, appeal inspection, and Board appeal inspections. Since the data is used for the monitoring of inspection and grading accuracy and for preparing certificates, it is important that the information be recorded in an accurate and legible manner.

A. Action by Field Office. The original copy of form FGIS-920 representing samples not sent to the BAR shall be forwarded to the Automation Program Services Branch (APSB), Resources Management Division; the first or second white copy retained as a file copy; and the yellow copy sent to the agency. Samples sent to the BAR shall be accompanied by the original, second white copy, and the yellow copy; and the first white copy retained as the file copy. If desired, photocopies may be made to provide the agency a copy.

B. Action by the BAR. The BAR shall send the original copy of form FGIS-920, representing samples sent for monitoring, to APSB; forward the white copy to the field office; and retain the yellow copy for the file copy.

Field offices and the BAR shall distribute the copies of form FGIS-920 daily.

## GRAIN INSPECTION HANDBOOK

Book IV

Chapter 2

1/1/91

## FORM FGIS-920, "GRAIN SAMPLE TICKET"

Location		Farm Office		Inspection Station	
1		2		3	
1 Shipper	4	5	6	7	8
2 Receiver	9	10	11	12	13
3 Not Shipped/Received	14	15	16	17	18
19 HOPPER	20	21	22	23	24
25 TRUCK	26	27	28	29	30
31	32	33	34	35	36
37	38	39	40	41	42
43	44	45	46	47	48
49	50	51	52	53	54
55	56	57	58	59	60
61	62	63	64	65	66
67	68	69	70	71	72
73	74	75	76	77	78
79	80	81	82	83	84
85	86	87	88	89	90
91	92	93	94	95	96
97	98	99	100	101	102
103	104	105	106	107	108
109	110	111	112	113	114
115	116	117	118	119	120
121	122	123	124	125	126
127	128	129	130	131	132
133	134	135	136	137	138
139	140	141	142	143	144
145	146	147	148	149	150
151	152	153	154	155	156
157	158	159	160	161	162
163	164	165	166	167	168
169	170	171	172	173	174
175	176	177	178	179	180
181	182	183	184	185	186
187	188	189	190	191	192
193	194	195	196	197	198
199	200	201	202	203	204
205	206	207	208	209	210
211	212	213	214	215	216
217	218	219	220	221	222
223	224	225	226	227	228
229	230	231	232	233	234
235	236	237	238	239	240
241	242	243	244	245	246
247	248	249	250	251	252
253	254	255	256	257	258
259	260	261	262	263	264
265	266	267	268	269	270
271	272	273	274	275	276
277	278	279	280	281	282
283	284	285	286	287	288
289	290	291	292	293	294
295	296	297	298	299	300
301	302	303	304	305	306
307	308	309	310	311	312
313	314	315	316	317	318
319	320	321	322	323	324
325	326	327	328	329	330
331	332	333	334	335	336
337	338	339	340	341	342
343	344	345	346	347	348
349	350	351	352	353	354
355	356	357	358	359	360
361	362	363	364	365	366
367	368	369	370	371	372
373	374	375	376	377	378
379	380	381	382	383	384
385	386	387	388	389	390
391	392	393	394	395	396
397	398	399	400	401	402
403	404	405	406	407	408
409	410	411	412	413	414
415	416	417	418	419	420
421	422	423	424	425	426
427	428	429	430	431	432
433	434	435	436	437	438
439	440	441	442	443	444
445	446	447	448	449	450
451	452	453	454	455	456
457	458	459	460	461	462
463	464	465	466	467	468
469	470	471	472	473	474
475	476	477	478	479	480
481	482	483	484	485	486
487	488	489	490	491	492
493	494	495	496	497	498
499	500	501	502	503	504
505	506	507	508	509	510
511	512	513	514	515	516
517	518	519	520	521	522
523	524	525	526	527	528
529	530	531	532	533	534
535	536	537	538	539	540
541	542	543	544	545	546
547	548	549	550	551	552
553	554	555	556	557	558
559	560	561	562	563	564
565	566	567	568	569	570
571	572	573	574	575	576
577	578	579	580	581	582
583	584	585	586	587	588
589	590	591	592	593	594
595	596	597	598	599	600
601	602	603	604	605	606
607	608	609	610	611	612
613	614	615	616	617	618
619	620	621	622	623	624
625	626	627	628	629	630
631	632	633	634	635	636
637	638	639	640	641	642
643	644	645	646	647	648
649	650	651	652	653	654
655	656	657	658	659	660
661	662	663	664	665	666
667	668	669	670	671	672
673	674	675	676	677	678
679	680	681	682	683	684
685	686	687	688	689	690
691	692	693	694	695	696
697	698	699	700	701	702
703	704	705	706	707	708
709	710	711	712	713	714
715	716	717	718	719	720
721	722	723	724	725	726
727	728	729	730	731	732
733	734	735	736	737	738
739	740	741	742	743	744
745	746	747	748	749	750
751	752	753	754	755	756
757	758	759	760	761	762
763	764	765	766	767	768
769	770	771	772	773	774
775	776	777	778	779	780
781	782	783	784	785	786
787	788	789	790	791	792
793	794	795	796	797	798
799	800	801	802	803	804
805	806	807	808	809	810
811	812	813	814	815	816
817	818	819	820	821	822
823	824	825	826	827	828
829	830	831	832	833	834
835	836	837	838	839	840
841	842	843	844	845	846
847	848	849	850	851	852
853	854	855	856	857	858
859	860	861	862	863	864
865	866	867	868	869	870
871	872	873	874	875	876
877	878	879	880	881	882
883	884	885	886	887	888
889	890	891	892	893	894
895	896	897	898	899	900
901	902	903	904	905	906
907	908	909	910	911	912
913	914	915	916	917	918
919	920	921	922	923	924
925	926	927	928	929	930
931	932	933	934	935	936
937	938	939	940	941	942
943	944	945	946	947	948
949	950	951	952	953	954
955	956	957	958	959	960
961	962	963	964	965	966
967	968	969	970	971	972
973	974	975	976	977	978
979	980	981	982	983	984
985	986	987	988	989	990
991	992	993	994	995	996
997	998	999	1000	1001	1002

GRAIN SAMPLE TICKET

**FORM FGIS-920, "GRAIN SAMPLE TICKET"**  
**(Reverse Side)**

**ADDITIONAL FACTORS**

*Enter factor number and abbreviation in appropriate space.*

**Percent Factors:** *Enter a percent in the appropriate space.*

**Count Factors:** *Enter a count in the appropriate space. If a percent is also required, enter in Non-Monitoring Section.*

**Condition Factors:** *For the factors analyzed:  
 Enter "0" if the condition does not exist.  
 Enter a "1" if the condition does exist.*

PERCENT FACTORS	APPLIC GRAINS	PERCENT FACTORS	APPLIC GRAINS	EDJAN FACTOR	APPLIC GRAINS	CONDITION FACTOR	APPLIC GRAINS
36 OCL	BS	64 WHAL	0	61 OLI	AN Grains	88 TRET	WE
38 OCOL	CC	65 BLAL	0	63 ANFL	AN Grains	91 STND	S
37 HAXY	C	66 MORN	0	64 FSLB	AN Grains	92 HTG	AN Grains
39 HTE	F	67 MORN	0	65 CROT	AN Grains	93 UMT	S
38 DE	F	68 HTMH	0	66 GARD	IMPORLXT	94 PHS	S
40 BOKU	F	69 HTMJ	0	67 BHAL	IMPORLXT	95 WHTH	SCS
41 WP	F	70 FAL	0	68 LOST	AN Grains	96 SLV	0
42 SLIT	SL	71 FAL	0	69 GLAS	AN Grains	97 BAWH	G
43 ERG	IMPORLXT	72 BL	0	70 CBUR	AN Grains	98 DHSC	GS
				71 CRYB	AN Grains	99 BRIT	BO
				72 WBC	S	99 BLCH	BO

**KEY:**      W Wheat                      R Rye                      X Mixed  
               C Corn                        G Sorghum                T Triticale  
               B Barley                    F Flaxseed  
               O Oats                        S Soybeans

GRAIN INSPECTION HANDBOOK

Book IV

Chapter 2

1/1/91

Instructions for Completing FGIS-920.  
"Grain Sample Ticket"

- ① Enter the location of the grain at the time of sampling.
- ② Enter the name of the field office performing the monitoring inspection or appeal inspection. Abbreviations are acceptable.
- ③ Identify the lot or submitted sample. Identify a truck or trailer by the State abbreviation and the license number; a barge or railcar by its initials and number; and a ship by its name preceded by its means of propulsion (M/T, M/V, S/S, etc.) and followed by the subplot number.

Field offices filing FGIS-920 by carrier identification number shall circle the last two digits of the carrier identification number. In the case of a ship, the abbreviation for subplot (S/L) which precedes the subplot number shall be circled.

The two numbers circled or the S/L abbreviation will be displayed on automated reports; e.g., Grain Inspection Monitoring System Control Charts. This procedure will facilitate locating forms FGIS-920 which correspond to specific samples on the reports.

Field offices filing FGIS-920 by serial number need not follow the above procedure because the serial number is currently printed on automated reports. Do not circle FGIS-920 serial numbers.

NOTE: For items ④, ⑦, ⑧, ⑨, and ⑩, carefully circle the number so it is readable to data entry clerks.

- ④ Circle the appropriate code (only one) indicating the type of inspection performed. If a "factor only" appeal, circle the appropriate code "2" or "3" as if the inspection was for grade.

- a. Code 1 - Supervision
- b. Code 2 - Sustained Appeal 1/
- c. Code 3 - Not Sustained Appeal 2/

- ⑤ Enter the six-digit inspection point code number.
- ⑥ Enter the appropriate two-digit code for the particular grain being inspected. (See grain code key.) Do not circle code. Code 09 (Mixed) refers to mixed grain and not to mixed wheat. Code mixed wheat as 01 (wheat).
- ⑦ Circle code (only one) indicating the movement of the grain or the type of inspection.

NOTE: Bin, belt-run, and similar inspections are considered "local" inspections. Domestic lake and intercoastal shipments are "in" or "out" rather than "export." For any export shipments (including rail), circle "export" rather than "out."

- ⑧ Circle the code (only one) indicating the type of carrier in which the grain was or is to be transported. Hopper refers to rail hopper cars. Barge refers to river barges, bay boats, and similar watercraft. Ship includes domestic lake and intercoastal shipments and oceangoing barges and vessels. Circling the carrier is necessary only if "in," "out," or "export" are circled for movement.
- ⑨ Circle the code (only one) indicating the method of sampling. Leave blank on submitted samples.
- ⑩ Indicate the type of sample by circling:
  - a. Code 1 whenever a monitoring inspection or an appeal inspection is performed using the file sample.

1/ A sustained appeal inspection refers to an inspection where there is a grade change in the superseded inspection. Except for the percentage of dockage, any change on the gradeline shall be considered a grade change. Only on appeal inspections shall grades be entered on the gradeline.

2/ A "not sustained" appeal inspection refers to an inspection where there is no grade change in the superseded inspection.



b. Code 2 whenever a monitoring inspection or an appeal inspection is based on a new sample obtained by FGIS personnel.

c. Code 3 whenever a monitoring inspection or appeal inspection is based on a sample obtained jointly by an FGIS employee and a licensee.

Leave blank for onsite monitoring samples and submitted samples.

- ⑪ For an onsite monitoring inspection, cross out the serial number (directly to the left of OTS on the form) and enter the onsite sample number. The first onsite sample on a given day at an inspection point will be X01, the second X02, the third X03, etc. Numbering should start over again for a new day or a different inspection point.
- ⑫ Enter the date (month, day, and year) of the monitoring inspection or appeal inspection. If the month or day is only one digit, precede with a zero (e.g., May 22, 1989, should read 05/22/89). The date should always be recorded as a six-digit number.
- ⑬ Enter the initials of the person(s) who sampled the grain. Leave the space blank for submitted samples and file samples used for monitoring.
- ⑭ Enter the date of sampling. Leave the space blank for submitted samples and file samples used for monitoring.
- ⑮ If "Bottom not sampled," enter the average depth of the probes. Leave space blank for file samples.
- ⑯ Enter the appeal number if applicable.
- ⑰ If the sample is sent to the BAR, enter the date mailed.
- ⑱ Enter the quantity if applicable. Specify whether the quantity is in bushels or pounds.

For an appeal inspection on a submitted sample or warehouse sample, enter the approximate weight (in grams) of the sample received.

- (19) - (21) Enter the five-digit grader/inspector code number, name of the licensed inspector (LI) or agricultural commodity grader (ACG), and the date of the inspection.
- (22) - (23) Enter the code number and name of the ACG who performed the monitoring inspection or appeal inspection.
- (24) - (26) Enter BAR code number and the date of the inspection.
- (27) Enter all remarks applicable to the inspection:
- a. Identify samples as: special monitoring samples, opinion samples, surveys, or any other special information requests. Do not forward opinion samples, protein only, and special survey FGIS-920's to APSB.
  - b. For dual-graded or multigraded bargelot, carlot, or trucklot inspections, prepare a separate form FGIS-920 for each portion graded. Identify each portion (e.g., estimated 1/5 Car B end). Place the ticket for the largest portion (balance) on top and staple the tickets together.
  - c. For sampler's observations, enter appropriate remarks. Approved abbreviations may be used (e.g., HTG, LW, etc.).
  - d. If desired, "A" can be entered for an appeal inspection together with the requesting firm (the applicant).
  - e. For a warehouse sample-lot inspection, insert warehouse sample.
- (28) When applicable, enter in the "Remarks" section the subclass assigned by the LI (e.g., DNS, NS, HAD, etc.).
- (29) When applicable, enter in the "Remarks" section the subclass assigned by the ACG monitoring the sample (e.g., DNS, NS, HAD, etc.).

NOTE: For items (30) through (32), factor information shall be expressed in accordance with the Official U.S. Standards for Grain and Book II, "Grain Grading Procedures." When a factor is to be recorded to the nearest whole percentage, enter a decimal point and a zero (e.g., 11.0 not 11).

Only approved abbreviations shall be used in recording factor information.

Leave blank when no analysis or test is performed.

GRAIN INSPECTION HANDBOOK

Book IV

Chapter 2

1/1/91

- (30) Enter the class abbreviation. Do not use a subclass designation. Refer to the Grain Inspection Handbook, Book II, "Grain Grading Procedures," Chapter 1, "General Information," for a listing of approved abbreviations. A class designation is not applicable for the following grains: flaxseed, mixed grain, oats, rye, sunflower seed, and triticale.
- (31) Enter the original results from the last outstanding certificate. If desired, place an "X" beside all grade determining factors.

NOTE: Often when the results for an original inspection indicate that a special grade or a Sample grade designation is based on a count, the actual count for the factor may not appear on the certificate or work record. In such cases, inspectors shall enter in the original result column of form FGIS-920 the minimum count that would cause a special grade or Sample grade designation. Enter the actual count for the factor that causes a special grade or Sample grade designation in the supervision or appeal result column.

- (32) Enter the supervision or appeal results of each analysis or test performed.
- (33) Enter the initials of the ACG/ACA performing each analysis.
- (34) This column is for use by the BAR only.
- (35) Indicate if the sample has an objectionable odor. Use the terms: SOUR, MUSTY, COFO, SMUT. If the sample does not have an objectionable odor, enter OK.
- (36) Leave box blank.
- (37) Some factors have been shaded as a visual aid for certification purposes. These factors are usually not required for certification, or they can be obtained from another part of the form; e.g., the gradeline.
- (38) When analyzing additional factors which are not posted on the front, refer to the reverse side of the form for the code and standard abbreviation and enter this in the blank space(s) provided.

- (39) Enter a factor in the nonmonitoring section if the factor is not listed on the front or the reverse side or in a recent directive.
- (40) Enter the weight, in grams, of the work sample used for the monitoring inspection or appeal inspection.
- (41) Enter the weight, in grams, of the work sample used by the BAR.
- (42) Enter the initials and the number of seal(s) broken if any.
- (43) Enter the initials and the number of seal(s) applied if any. For USGSA seals, include with the seal number the initials "U.S."

NOTE: Numbers (44) through (49) pertain to appeal inspections only.

- (44) & (45) Enter the numerical grade, class, and special grade of the superseded inspection.
- (46) & (47) Enter the numerical grade, class, and special grade of the appeal inspection.
- (48) & (49) Enter the numerical grade, class, and special grade of the Board appeal inspection.

Instructions for Using the Reverse of FGIS-920.  
"Grain Sample Ticket"

Thirty-six of the more common grading factors are listed on the front of the form. Forty additional factors are listed on the reverse side. Should the need arise for a factor listed on the reverse side, enter the factor and code in the appropriate space on the front of the form (item (38) ). Any factor not listed on the front or reverse or not listed with a factor code in an FGIS directive shall be entered in the nonmonitoring section (item (39) ).

Factors listed on the reverse side are shown in three categories on the basis of how the results are expressed. The factors in the first two columns are expressed in percentages, and the percentage figure is entered in the appropriate space. The factors in the third column are expressed in counts, and the whole number (e.g., 0, 1, 2, and 3) is entered in the appropriate space. The factors in the fourth column are expressed as a condition which may or may not exist. If the condition does not exist for a given factor, enter "0" in the appropriate space. If the condition does exist, enter "1."

When a result on garlic bulblets is found to be a fraction, the result shall be recorded as a decimal by changing  $1/3$  to 0.3 and  $2/3$  to 0.6 (e.g.,  $2-1/3 = 2.3$ ).

Exceptions to the three categories shall be entered in the nonmonitoring section (item (39)). For example, if the percentage of stones is required instead of a count, the factor and the percent shall be entered in the nonmonitoring section.

If it is necessary to enter a factor for a grain other than the grain indicated, enter the factor result in the nonmonitoring section.

#### Completed Grain Sample Ticket.

Examples of completed forms FGIS-920 are shown on pages 2-21 and 2-22 for four different types of inspections. The following is a brief explanation of each example:

A. Monitoring (Field Office). Figure 1 illustrates a properly completed form FGIS-920 for an onsite supervision inspection. Note the following:

- ① Code 1 is circled to indicate a supervision sample as the type of inspection.
- ② The FGIS-920 serial number is crossed out.
- ③ The numerals 04 have been inserted in the OTS block to indicate the fourth onsite supervision performed on June 15, 1989, at the location designated by the inspection point code number.
- ④ The type of sample block is left blank.
- ⑤ No grades have been entered on the bottom of the form because this is a supervision inspection and not an appeal inspection.

B. Monitoring (BAR). Figure 2 illustrates a properly completed form FGIS-920 for a supervision sample which has been selected for submission to the BAR for further review. Note the following:

- ① The Carrier and Method of Sampling blocks are left blank for submitted samples.

② The date the sample was forwarded has been entered in the "To BAR" block.

③ The line for class (CL) is left blank because class is not applicable to mixed grain.

④ The percentage of various grains contained in this sample are entered in the nonmonitoring section of the form because these items are not listed on the front or reverse of the form with factor code numbers.

C. Appeal (Sustained). Figure 3 illustrates a properly completed form FGIS-920 for a sustained appeal inspection. Note the following:

① Code 2 is circled to indicate a sustained appeal inspection in which there was a change in grade.

② The grade has been entered on the gradeline.

D. Appeal (Not Sustained). Figure 4 illustrates a properly completed form FGIS-920 for a not sustained appeal inspection. Note the following:

① Code 3 is circled to indicate a not sustained appeal inspection in which there was no change in grade.

② The grade has been entered on the gradeline.

## Monitoring (BAR)

Location		Field Office		Mobile		Identification		Ticket NO. 43061		Locks & Green Code	
VALDOSTA	105680	105680	09	08	09	08	09	08	09	08	09
105680	08	08	09	08	09	08	09	08	09	08	09
08	09	08	09	08	09	08	09	08	09	08	09
09	08	09	08	09	08	09	08	09	08	09	08
08	09	08	09	08	09	08	09	08	09	08	09
09	08	09	08	09	08	09	08	09	08	09	08
08	09	08	09	08	09	08	09	08	09	08	09
09	08	09	08	09	08	09	08	09	08	09	08
08	09	08	09	08	09	08	09	08	09	08	09
09	08	09	08	09	08	09	08	09	08	09	08
08	09	08	09	08	09	08	09	08	09	08	09
09	08	09	08	09	08	09	08	09	08	09	08
08	09	08	09	08	09	08	09	08	09	08	09
09	08	09	08	09	08	09	08	09	08	09	08
08	09	08	09	08	09	08	09	08	09	08	09
09	08	09	08	09	08	09	08	09	08	09	08
08	09	08	09	08	09	08	09	08	09	08	09
09	08	09	08	09	08	09	08	09	08	09	08
08	09	08	09	08	09	08	09	08	09	08	09
09	08	09	08	09	08	09	08	09	08	09	08
08	09	08	09	08	09	08	09	08	09	08	09
09	08	09	08	09	08	09	08	09	08	09	08
08	09	08	09	08	09	08	09	08	09	08	09
09	08	09	08	09	08	09	08	09	08	09	08
08	09	08	09	08	09	08	09	08	09	08	09
09	08	09	08	09	08	09	08	09	08	09	08
08	09	08	09	08	09	08	09	08	09	08	09
09	08	09	08	09	08	09	08	09	08	09	08
08	09	08	09	08	09	08	09	08	09	08	09
09	08	09	08	09	08	09	08	09	08	09	08
08	09	08	09	08	09	08	09	08	09	08	09
09	08	09	08	09	08	09	08	09	08	09	08
08	09	08	09	08	09	08	09	08	09	08	09
09	08	09	08	09	08	09	08	09	08	09	08
08	09	08	09	08	09	08	09	08	09	08	09
09	08	09	08	09	08	09	08	09	08	09	08
08	09	08	09	08	09	08	09	08	09	08	09
09	08	09	08	09	08	09	08	09	08	09	08
08	09	08	09	08							

**figure 2**

Appeal (Sustained)

Location		Field Office		District	
BN YD-Lauderdale		MPLS		CNW 6627	
1. Inspection Point Code		2. Date		3. Loc	
① 224760		03		0N 3 LOC 5 EP	
4. Name of Person		5. Date		6. Loc	
② 224760		03		0N 3 LOC 5 EP	
7. Name of Person		8. Date		9. Loc	
③ 224760		03		0N 3 LOC 5 EP	
10. Name of Person		11. Date		12. Loc	
④ 224760		03		0N 3 LOC 5 EP	
13. Name of Person		14. Date		15. Loc	
⑤ 224760		03		0N 3 LOC 5 EP	
16. Name of Person		17. Date		18. Loc	
⑥ 224760		03		0N 3 LOC 5 EP	
19. Name of Person		20. Date		21. Loc	
⑦ 224760		03		0N 3 LOC 5 EP	
22. Name of Person		23. Date		24. Loc	
⑧ 224760		03		0N 3 LOC 5 EP	
25. Name of Person		26. Date		27. Loc	
⑨ 224760		03		0N 3 LOC 5 EP	
28. Name of Person		29. Date		30. Loc	
⑩ 224760		03		0N 3 LOC 5 EP	
31. Name of Person		32. Date		33. Loc	
⑪ 224760		03		0N 3 LOC 5 EP	
34. Name of Person		35. Date		36. Loc	
⑫ 224760		03		0N 3 LOC 5 EP	
37. Name of Person		38. Date		39. Loc	
⑬ 224760		03		0N 3 LOC 5 EP	
40. Name of Person		41. Date		42. Loc	
⑭ 224760		03		0N 3 LOC 5 EP	
43. Name of Person		44. Date		45. Loc	
⑮ 224760		03		0N 3 LOC 5 EP	
46. Name of Person		47. Date		48. Loc	
⑯ 224760		03		0N 3 LOC 5 EP	
49. Name of Person		50. Date		51. Loc	
⑰ 224760		03		0N 3 LOC 5 EP	
52. Name of Person		53. Date		54. Loc	
⑱ 224760		03		0N 3 LOC 5 EP	
55. Name of Person		56. Date		57. Loc	
⑲ 224760		03		0N 3 LOC 5 EP	
58. Name of Person		59. Date		60. Loc	
⑳ 224760		03		0N 3 LOC 5 EP	
61. Name of Person		62. Date		63. Loc	
㉑ 224760		03		0N 3 LOC 5 EP	
64. Name of Person		65. Date		66. Loc	
㉒ 224760		03		0N 3 LOC 5 EP	
67. Name of Person		68. Date		69. Loc	
㉓ 224760		03		0N 3 LOC 5 EP	
70. Name of Person		71. Date		72. Loc	
㉔ 224760		03		0N 3 LOC 5 EP	
73. Name of Person		74. Date		75. Loc	
㉕ 224760		03		0N 3 LOC 5 EP	
76. Name of Person		77. Date		78. Loc	
㉖ 224760		03		0N 3 LOC 5 EP	
79. Name of Person		80. Date		81. Loc	
㉗ 224760		03		0N 3 LOC 5 EP	
82. Name of Person		83. Date		84. Loc	
㉘ 224760		03		0N 3 LOC 5 EP	
85. Name of Person		86. Date		87. Loc	
㉙ 224760		03		0N 3 LOC 5 EP	
88. Name of Person		89. Date		90. Loc	
㉚ 224760		03		0N 3 LOC 5 EP	
91. Name of Person		92. Date		93. Loc	
㉛ 224760		03		0N 3 LOC 5 EP	
94. Name of Person		95. Date		96. Loc	
㉜ 224760		03		0N 3 LOC 5 EP	
97. Name of Person		98. Date		99. Loc	
㉝ 224760		03		0N 3 LOC 5 EP	
100. Name of Person		101. Date		102. Loc	
㉞ 224760		03		0N 3 LOC 5 EP	
103. Name of Person		104. Date		105. Loc	
㉟ 224760		03		0N 3 LOC 5 EP	
106. Name of Person		107. Date		108. Loc	
㊱ 224760		03		0N 3 LOC 5 EP	
109. Name of Person		110. Date		111. Loc	
㊲ 224760		03		0N 3 LOC 5 EP	
112. Name of Person		113. Date		114. Loc	
㊳ 224760		03		0N 3 LOC 5 EP	
115. Name of Person		116. Date		117. Loc	
㊴ 224760		03		0N 3 LOC 5 EP	
118. Name of Person		119. Date		120. Loc	
㊵ 224760		03		0N 3 LOC 5 EP	
121. Name of Person		122. Date		123. Loc	
㊶ 224760		03		0N 3 LOC 5 EP	
124. Name of Person		125. Date		126. Loc	
㊷ 224760		03		0N 3 LOC 5 EP	
127. Name of Person		128. Date		129. Loc	
㊸ 224760		03		0N 3 LOC 5 EP	
130. Name of Person		131. Date		132. Loc	
㊹ 224760		03		0N 3 LOC 5 EP	
133. Name of Person		134. Date		135. Loc	
㊺ 224760		03		0N 3 LOC 5 EP	
136. Name of Person		137. Date		138. Loc	
㊻ 224760		03		0N 3 LOC 5 EP	
139. Name of Person		140. Date		141. Loc	
㊼ 224760		03		0N 3 LOC 5 EP	
142. Name of Person		143. Date		144. Loc	
㊽ 224760		03		0N 3 LOC 5 EP	
145. Name of Person		146. Date		147. Loc	
㊾ 224760		03		0N 3 LOC 5 EP	
148. Name of Person		149. Date		150. Loc	
㊿ 224760		03		0N 3 LOC 5 EP	
151. Name of Person		152. Date		153. Loc	
⓪ 224760		03		0N 3 LOC 5 EP	
154. Name of Person		155. Date		156. Loc	
① 224760		03		0N 3 LOC 5 EP	
157. Name of Person		158. Date		159. Loc	
② 224760		03		0N 3 LOC 5 EP	
160. Name of Person		161. Date		162. Loc	
③ 224760		03		0N 3 LOC 5 EP	
163. Name of Person		164. Date		165. Loc	
④ 224760		03		0N 3 LOC 5 EP	
166. Name of Person		167. Date		168. Loc	
⑤ 224760		03		0N 3 LOC 5 EP	
169. Name of Person		170. Date		171. Loc	
⑥ 224760		03		0N 3 LOC 5 EP	
172. Name of Person		173. Date		174. Loc	
⑦ 224760		03		0N 3 LOC 5 EP	
175. Name of Person		176. Date		177. Loc	
⑧ 224760		03		0N 3 LOC 5 EP	
178. Name of Person		179. Date		180. Loc	
⑨ 224760		03		0N 3 LOC 5 EP	
181. Name of Person		182. Date		183. Loc	
⑩ 224760		03		0N 3 LOC 5 EP	
184. Name of Person		185. Date		186. Loc	
⑪ 224760		03		0N 3 LOC 5 EP	
187. Name of Person		188. Date		189. Loc	
⑫ 224760		03		0N 3 LOC 5 EP	
190. Name of Person		191. Date		192. Loc	
⑬ 224760		03		0N 3 LOC 5 EP	
193. Name of Person		194. Date		195. Loc	
⑭ 224760		03		0N 3 LOC 5 EP	
196. Name of Person		197. Date		198. Loc	
⑮ 224760		03		0N 3 LOC 5 EP	
199. Name of Person		200. Date		201. Loc	
⑯ 224760		03		0N 3 LOC 5 EP	
202. Name of Person		203. Date		204. Loc	
⑰ 224760		03		0N 3 LOC 5 EP	
205. Name of Person		206. Date		207. Loc	
⑱ 224760		03		0N 3 LOC 5 EP	
208. Name of Person		209. Date		210. Loc	
㉑ 224760		03		0N 3 LOC 5 EP	
211. Name of Person		212. Date		213. Loc	
㉒ 224760		03		0N 3 LOC 5 EP	
214. Name of Person		215. Date		216. Loc	
㉓ 224760		03		0N 3 LOC 5 EP	
217. Name of Person		218. Date		219. Loc	
㉔ 224760		03		0N 3 LOC 5 EP	
220. Name of Person		221. Date		222. Loc	
㉕ 224760		03		0N 3 LOC 5 EP	
223. Name of Person		224. Date		225. Loc	
㉖ 224760		03		0N 3 LOC 5 EP	
226. Name of Person		227. Date		228. Loc	
㉗ 224760		03		0N 3 LOC 5 EP	
229. Name of Person		230. Date		231. Loc	
㉘ 224760		03		0N 3 LOC 5 EP	
232. Name of Person		233. Date		234. Loc	
㉙ 224760		03		0N 3 LOC 5 EP	
235. Name of Person		236. Date		237. Loc	
㉚ 224760		03		0N 3 LOC 5 EP	
238. Name of Person		239. Date		240. Loc	
㉛ 224760		03		0N 3 LOC 5 EP	
241. Name of Person		242. Date		243. Loc	
㉜ 224760		03		0N 3 LOC 5 EP	
244. Name of Person		245. Date		246. Loc	
㉝ 224760		03		0N 3 LOC 5 EP	
247. Name of Person		248. Date		249. Loc	
㉞ 224760		03		0N 3 LOC 5 EP	
250. Name of Person		251. Date		252. Loc	
㉟ 224760		03		0N 3 LOC 5 EP	
253. Name of Person		254. Date		255. Loc	
⓪ 224760		03		0N 3 LOC 5 EP	
256. Name of Person		257. Date		258. Loc	
① 224760		03		0N 3 LOC 5 EP	
259. Name of Person		260. Date		261. Loc	
② 224760		03		0N 3 LOC 5 EP	
262. Name of Person		263. Date		264. Loc	
③ 224760		03		0N 3 LOC 5 EP	
265. Name of Person		266. Date		267. Loc	
④ 224760		03		0N 3 LOC 5 EP	
268. Name of Person		269. Date		270. Loc	
⑤ 224760		03		0N 3 LOC 5 EP	
271. Name of Person		272. Date		273. Loc	
⑥ 224760		03		0N 3 LOC 5 EP	
274. Name of Person		275. Date		276. Loc	
⑦ 224760		03		0N 3 LOC 5 EP	
277. Name of Person		278. Date		279. Loc	
⑧ 224760		03		0N 3 LOC 5 EP	
280. Name of Person		281. Date		282. Loc	
⑨ 224760		03		0N 3 LOC 5 EP	
283. Name of Person		284. Date		285. Loc	
⑩ 224760		03		0N 3 LOC 5 EP	
286. Name of Person		287. Date		288. Loc	
⑪ 224760		03		0N 3 LOC 5 EP	
289. Name of Person		290. Date		291. Loc	
⑫ 224760		03		0N 3 LOC 5 EP	
292. Name of Person		293. Date		294. Loc	
⑬ 224760		03		0N 3 LOC 5 EP	
295. Name of Person		296. Date		297. Loc	
⑭ 224760		03		0N 3 LOC 5 EP	
298. Name of Person		299. Date		300. Loc	
⑮ 224760		03		0N 3 LOC 5 EP	
301. Name of Person		302. Date		303. Loc	
⑯ 224760		03		0N 3 LOC 5 EP	
304. Name of Person		305. Date		306. Loc	
⑰ 224760		03		0N 3 LOC 5 EP	
307. Name of Person		308. Date		309. Loc	
⑱ 224760		03		0N 3 LOC 5 EP	
310. Name of Person		311. Date		312. Loc	
㉑ 224760		03		0N 3 LOC 5 EP	
313. Name of Person		314. Date		315. Loc	
㉒ 224760		03		0N 3 LOC 5 EP	
316. Name of Person		317. Date		318. Loc	
㉓ 224760		03		0N 3 LOC 5 EP	
319. Name of Person		320. Date		321. Loc	
㉔ 224760		03		0N 3 LOC 5 EP	
322. Name of Person		323. Date		324. Loc	
㉕ 224760		03		0N 3 LOC 5 EP	
325. Name of Person		326. Date		327. Loc	
㉖ 224760		03		0N 3 LOC 5 EP	
328. Name of Person		329. Date		330. Loc	
㉗ 224760		03		0N 3 LOC 5 EP	
331. Name of Person		332. Date		333. Loc	
㉘ 224760		03		0N 3 LOC 5 EP	
334. Name of Person		335. Date		336. Loc	
㉙ 224760		03		0N 3 LOC 5 EP	
337. Name of Person		338. Date		339. Loc	
㉚ 224760		03		0N 3 LOC 5 EP	
340. Name of Person		341. Date		342. Loc	
㉛ 224760		03		0N 3 LOC 5 EP	
343. Name of Person		344. Date		345. Loc	
㉜ 224760		03		0N 3 LOC 5 EP	
346. Name of Person		347. Date		348. Loc	
㉝ 224760		03		0N 3 LOC 5 EP	
349. Name of Person		350. Date		351. Loc	
㉞ 224760		03		0N 3 LOC 5 EP	
352. Name of Person		353. Date		354. Loc	
㉟ 224760		03			



# GRAIN INSPECTION HANDBOOK

Book IV

Chapter 2

1/1/91

## FACTORS - CODES, ABBREVIATIONS, AND NAMES

### CODES COMMON TO ALL GRAINS

60 LW Live Weevils  
61 OLI Other Live Insects  
62 STON Stones  
63 ANFL Animal Filth  
63 REXE Rodent Excreta  
63 BEXE Bird Excreta  
64 FSES Unknown Foreign Substance  
65 CROT Crocolaria  
68 LCST Large Stones  
69 GLAS Broken Glass  
70 CCKR Cockle Burrs  
71 CDBS Castor Beans  
82 HEG Heating

### WHEAT (01)

02 DKG Dockage  
03 TW Test Weight  
04 M Moisture  
05 ODOO Odor  
06 HT Heat Damaged Kernels  
09 DKT Damaged Kernels (Total)  
12 FM Foreign Material  
13 SHEN Shrunken and Broken Kernels  
14 DEF Defects (Total)  
15 OCL Contrasting Classes  
16 WOCL Wheat of Other Classes  
17 DEH Dard Hard and Vitreous Kernels  
18 HVC Hard and Vitreous Kernels of Amber Color  
19 HARD Hard Kernels  
43 ERO Ergot  
66 GARB Garlic Bulbils  
67 SBAL Smut Balls  
80 TRET Treated  
91 IIEK Insect Damaged Kernels

### CORN (02)

03 TW Test Weight  
04 M Moisture  
05 ODOO Odor  
06 HT Heat Damaged Kernels  
09 DKT Damaged Kernels (Total)  
12 FM Foreign Material  
22 BC Broken Corn  
23 BCPM Broken Corn and Foreign Material  
36 COOL Other Colors  
37 WAWY Waxy

### BARLEY (03)

02 DKG Dockage  
03 TW Test Weight  
04 M Moisture  
05 ODOO Odor  
06 HT Heat Damaged Kernels  
09 DKT Damaged Kernels (Total)  
12 FM Foreign Material  
27 OG Other Grains  
28 WO Wild Oats  
30 SBLV Sound Barley  
31 BN Broken Kernels  
32 THIN Thin  
33 SKEN Skinned and Broken Kernels  
34 FL Flump  
35 OCL Other Classes  
42 ELTY Elight  
43 ERO Ergot  
44 WSL White Aleurone  
45 BLAL Blue Aleurone  
46 IIM Injured-by-Hold  
47 MCK Mold-Damaged Kernels

### BARLEY (03) (Cont'd)

48 IRI Injured-by-Rust  
49 HT Heat-Damaged Kernels  
50 IRI Injured-by-Frost  
51 FDK Frost-Damaged Kernels  
66 GARB Garlic Bulbils  
67 SBAL Smut Balls  
81 STND Stained  
83 UMT Unsuitable Maltng Types  
85 MATH Materially Weathered  
89 BRIT Bright  
90 BLCH Bleached

### OATS (04)

03 TW Test Weight  
04 M Moisture  
05 ODOO Odor  
06 HT Heat Damaged Kernels  
10 CRSE Coarse  
12 FM Foreign Material  
27 OC Other Grains  
28 WO Wild Oats  
29 SO Sound Oats  
32 THIN Thin  
43 ERO Ergot  
66 GARB Garlic Bulbils  
67 SBAL Smut Balls  
85 MATH Materially Weathered  
86 SLW Slightly Weathered  
89 BRIT Bright  
90 BLCH Bleached

### RYE (05)

02 DKG Dockage  
03 TW Test Weight  
04 M Moisture  
05 ODOO Odor  
06 HT Heat Damaged Kernels  
09 DKT Damaged Kernels (Total)  
12 FM Foreign Material  
20 FMDW Foreign Material Other Than Wheat  
32 THIN Thin  
34 FL Flump  
43 ERO Ergot  
66 GARB Garlic Bulbils  
67 SBAL Smut Balls

### SORGHUM (06)

02 DKG Dockage  
03 TW Test Weight  
04 M Moisture  
05 ODOO Odor  
06 HT Heat Damaged Kernels  
07 ODO Other Damaged Kernels  
09 DKT Damaged Kernels (Total)  
10 CRSE Coarse  
12 FM Foreign Material  
24 HPPM Hand Picked Foreign Material  
25 MPPM Machine Separated Broken Kernels, Foreign Material  
26 BPPM Broken Kernels, Foreign Material, and Other Grains  
31 BN Broken Kernels  
36 COOL Other Colors  
67 SBAL Smut Balls  
87 BAWW Badly Weathered  
88 DISC Distinctly Discolored

### FLAXSEED (07)

02 DKG Dockage  
03 TW Test Weight  
04 M Moisture  
05 ODOO Odor  
38 HTF Heat Damaged Flaxseed  
39 DF Damaged Flaxseed  
40 MDKG Mechanically Separated Dockage  
41 BP Hard Picked

### SOYBEANS (08)

03 TW Test Weight  
04 M Moisture  
05 ODOO Odor  
06 HT Heat Damaged Kernels  
07 ODO Other Damaged Kernels  
08 SBD Stink Bug Damaged  
09 DKT Damaged Kernels (Total)  
10 CRSE Coarse  
11 FDMF Fine Foreign Material  
12 FM Foreign Material  
21 SPL Splice  
35 OCL Other Colors  
36 SBOC Soybeans of Other Colors  
66 GARB Garlic Bulbils  
84 PMS Purple Mottled or Stained  
85 MATH Materially Weathered  
88 DISC Distinctly Discolored

### MIXED GRAIN (09)

03 TW Test Weight  
04 M Moisture  
05 ODOO Odor  
06 HT Heat Damaged Kernels  
09 DKT Damaged Kernels (Total)  
10 CRSE Coarse  
12 FM Foreign Material  
28 WO Wild Oats  
42 ELTY Elight  
43 ERO Ergot  
66 GARB Garlic Bulbils  
67 SBAL Smut Balls  
80 TRET Treated

### TRITICALE (10)

02 DKG Dockage  
03 TW Test Weight  
04 M Moisture  
05 ODOO Odor  
06 HT Heat Damaged Kernels  
09 DKT Damaged Kernels (Total)  
12 FM Foreign Material  
13 SHEN Shrunken and Broken Kernels  
14 DEF Defects (Total)  
20 FMDW Foreign Material Other than Wheat or Rye  
43 ERO Ergot  
66 GARB Garlic Bulbils  
67 SBAL Smut Balls

### SUNFLOWER SEED (12)

03 TW Test Weight  
04 M Moisture  
05 ODOO Odor  
06 HT Heat-Damaged Kernels  
24 HPPM Hand-Picked Foreign Material  
25 MPPM Machine-Separated Foreign Material  
53 ADM Admixture  
54 DB Dehulled  
55 DET Damaged Seed Total  
56 SPPM Sunflower Seed Foreign Material  
57 OIL Oil

2.5  
INSPECTION  
LOG

An inspection log <sup>1/</sup> provides a record of sampling, inspection, and significant or unusual events occurring during the loading or unloading of grain offered for inspection as a shiplot, unit train lot, lash barge lot, or combined lot. Inspection logs are the source document for preparing official certificates and any other report used to document the loading of the lot.

Official personnel shall record shiplot, unit train lot, lash barge lot, and combined-lot inspection information on Form FGIS-921, "Inspection Log," and, if necessary, Form FGIS-921-1, "Inspection Log (Continuation Sheet)." Inspection logs are used to record information obtained from original inspections, reinspections, or appeal inspections performed on samples drawn during loading or unloading or on the basis of file samples. Use of an inspection log does not preclude the use or maintenance of other records (e.g., sample tickets).

The FGIS field office or official agency conducting the inspection shall retain the original copy of the form. If the inspection is conducted by an official agency, one copy shall be sent to the supervising field office. If requested, one or more copies shall be given to the applicant or to an interested person.

---

<sup>1/</sup> Inspection logs are furnished by FGIS to official agencies at no cost.

[illegible]

**FGIS 921-1, "INSPECTION LOG" (Continuation Sheet)**

U.S. DEPARTMENT OF AGRICULTURE FEDERAL URGRAN INSPECTION SERVICE										PAGE OF OTHER		LOCATION		PORT		PRELIMINARY	
INSPECTION LOG (Continuation Sheet)										1		2		3		4	
DATE	TIME	SHIP	PORT	TYPE	NO. OF INSPECTION	NO. OF SAMPLES	NO. OF TESTS	NO. OF RESULTS	NO. OF REMARKS	NO. OF PAGE	NO. OF PAGE	NO. OF PAGE	NO. OF PAGE	NO. OF PAGE	NO. OF PAGE	NO. OF PAGE	NO. OF PAGE
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36
37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54
55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72
73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108
109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126
127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144
145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162
163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180
181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198
199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216
217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234
235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252
253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270
271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288
289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306
307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324
325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342
343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360
361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378
379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396
397	398	399	400	401	402	403	404	405	40								

Instructions for Completing FGIS-921.  
"Inspection Log"

- ① Enter the identification of the grain in terms of name, number, or initials of the carrier(s). Precede the name of a ship with its means of propulsion (M/T, M/V, S/S, etc.). Barges and other carriers shall be identified by initials and number or name.
- ② Enter the name of the pier, elevator, or other specific location where the grain is sampled.
- ③ Enter the name of the city and State where the loading or unloading facility is located.
- ④ Enter the contract grade along with any special grade or contract requirements.
- ⑤ Enter the exact amount of grain loaded or unloaded in terms of pounds, bushels, short tons, or metric tons.
- ⑥ Enter the destination of the shipment.
- ⑦ Enter the type of sale, if known (e.g., P.L. 480, commercial).
- ⑧ Enter the name of the applicant, agent, or account number.
- ⑨ Place an "X" in the appropriate box.
- ⑩ Place an "X" in the appropriate box. If other, write in the type of sampling device (e.g., probe, pelican, Ellis cup, or Woodside).
- ⑪ Place an "X" in the appropriate box.
- ⑫ Enter the date and military time the elevator (a) begins to preload shipping or surge bin(s), if any, and (b) begins delivering the grain to the carrier. Enter the date and military time the elevator (a) finished loading into shipping or surge bin(s), if any, and (b) finished delivering grain to the carrier.
- ⑬ Enter the date, time, and initials of the person(s) who passed the delivery system prior to loading.

- ⑭ Enter: (a) the identification of the stowage area(s) examined; (b) whether or not the stowage area(s) was fit to receive grain; (c) the date, time, and examiner's initials; and (d) if rejected, the reason(s) why the stowage area was unacceptable.
- ⑮ Place an "X" in the appropriate box.
- ⑯ Circle the applicable factors to be examined. Use blank or unused columns to enter the results of any additional factor analysis (e.g., garlic, ergot, and sprout damage) or other information (e.g., belt numbers, file sample numbers, etc.) as needed.
- ⑰ Enter the grade limit for each factor to be examined.
- ⑱ Enter the breakpoint for each factor to be examined.
- ⑲ Enter the starting value for each factor to be examined.
- ⑳ Enter the date(s) that each subplot is loaded aboard the carrier or into shipping bin(s) whichever is earliest.
- ㉑ Enter each subplot number.
- ㉒ Enter the military time that each subplot started and finished being loaded aboard the carrier or into shipping bin(s).
- ㉓ Enter the identification of the shipping bin(s) that comprises each subplot. (Shipping bin facilities only.)
- ㉔ Enter the stowage area(s) for each subplot. If additional space is needed, use the "Remarks" section. (See item ⑶ .)
- ㉕ Enter the weight of each subplot. Indicate the weight unit by placing an "X" in the appropriate box.
- ㉖ Enter the odor of each subplot as OK, SOUR, MUSTY, or COFO.
- ㉗ Enter the factor results for each subplot.
- ㉘ Enter the Cu-Sum for each subplot.

- ②⑨ Enter the number of times the subplot was examined for insects and the number and type of insect(s) found. The results shall be shown as "8/1 LW." The number 8 represents the number of times the subplot was examined; 1 LW represents one live weevil. If no insects are found, enter a zero.
- ③① Enter for each subplot, the military time and initials of the person(s) monitoring the grain for animals, lumps, and other objects. If any are found, enter the kind and number in the "Remarks" section. (See item ③⑥.)
- ③② Enter the protein results, when applicable, for each subplot.
- ③③ Enter the name(s) of the inspector(s) sampling each subplot.
- ③④ Enter the name(s) of the the sampler(s) sampling each subplot.
- ③⑤ Enter the name of the elevator superintendent, applicant for inspection, or representative notified of each subplot's results.
- ③⑥ Enter the military time that the person in item ③④ was notified.
- ③⑦ Enter all pertinent information including changes in the weather; the start and stop times for all interruptions in loading including meal hours, end of workday, D/T breakdowns, etc.; review inspection information; runbacks; kind and number of animals; lumps; other objects; and any unusual occurrences.
- ③⑧ Enter the sum of each factor column. Do not include subplot results that have been lined out, circled, or otherwise are no longer part of the original lot. (See page 2-30, Nonuniform Lots.)

NOTE: If the lot is completed in the available space on form FGIS-921, complete items ③⑧ through ④④. Otherwise, complete as many additional FGIS-921-1 forms as necessary.

- ③⑧ Enter the mathematical or weighed average to the hundredth place for each factor.

- ③⑨ Place an "X" in the appropriate box.
- ④⑩ Enter the rounded and adjusted averages, if applicable, for each factor as they will appear on the official certificate.
- ④① Enter the name(s) and code number(s) of the inspection personnel who assigned the final grade.
- ④② Enter the final grade as it will appear on the official certificate.
- ④③ Record the stowage area(s) of the lot as it will appear on the official certificate (for shiplots only).
- ④④ Enter the total number of forms used during the inspection of the lot. Item ④④ is located in the upper left-hand section of the form.

Instructions for Completing Form FGIS-921-1,  
"Inspection Log (Continuation Sheet)"

- ① Enter the successive page number(s). Upon completion of the lot, enter the total number of forms used.
- ② - ②④ Complete these items using the same instructions for completing the applicable items on form FGIS-921. Note that starting values are omitted from form FGIS-921 as they are only applied towards the first subplot loaded.
- ②⑤ Enter the sum of each factor column.
- ②⑥ Enter the accumulated factor totals from the previous form. That is, record the sums from items ③⑦ of the form FGIS-921; record the sums from item ②⑦ if the previous form is form FGIS-921-1.
- ②⑦ Enter the sum of items ②⑤ and ②⑥
- ②⑧ Upon completion of the lot, enter the weighted or mathematical average of the lot. Complete items ③⑨ through ④③ of page 1.

Nonuniform Lots. Occasionally, a lot contains one or more material portions or other portions of grain that will be certificated separately. To facilitate the certification process, complete items ③⑧ through ④③ (or item ②⑧ of form FGIS-921) for each portion of grain to be separately certificated. Record this information on the last form used along with the following statement in item ④③ :  
 "Nonuniform Lot."



2.6  
RECORD ON THE  
DISPOSITION  
OF EXCESS  
GRAIN

FGIS field offices and agencies which sell, donate, or destroy excess grain shall maintain a record of each transaction and include a copy of this record with their budget report.

The record shall include the following information:

- A. Name and address of the reporting and receiving agency (or the name of the purchaser) or donee;
- B. Signatures and titles of the officials involved in the transaction;
- C. Date of the transaction;
- D. The kind of grain;
- E. The estimated quantity of grain in pounds or bushels; and
- F. The value of the grain and total value of the transaction.

If destruction of the grain is used as a method of disposal, omit items A and B.

FGIS personnel shall use Form AD-107, "Report of Transfer or Other Disposition or Construction of Property," for recording the transfer, sale, donation, or disposition of excess grain.

Agencies may develop a record for excess grain disposal that best suits their needs. This record shall include all required information and a statement from the applicant that the grain is being disposed in accordance with the owner's order and need not be returned to the lot or owner.

REPORT OF TRANSFER OR OTHER DISPOSITION OR  
CONSTRUCTION OF PROPERTY

<b>REPORT OF TRANSFER OR OTHER DISPOSITION OR CONSTRUCTION OF PROPERTY</b>		REPORT NO. <b>1</b>
1. TYPE OF TRANSACTION (REPORT EACH TYPE SEPARATELY): <input type="checkbox"/> TRANSFER <input type="checkbox"/> SALE <input type="checkbox"/> TRADE IN <input type="checkbox"/> DONATION <b>3</b> <input type="checkbox"/> CONSTRUCTION		DATE <b>2</b>
2. AUTHORIZATION REFERENCE <b>4</b>		3. PROCEEDS RECEIVED <b>5</b>
4. REPORTING AGENCY: <b>6</b>		5. RECEIVING AGENCY (OR NAME OF PURCHASER OR DONEE): <b>7</b>
A. ORGANIZATIONAL UNIT <b>a</b>	A. ORGANIZATIONAL UNIT (OR ADDRESS OF PURCHASER): <b>a</b>	
B. LOCATION <b>b</b>	B. LOCATION <b>b</b>	
C. SIGNATURE <b>c</b>	C. SIGNATURE <b>c</b>	
D. TITLE <b>d</b>	D. TITLE <b>d</b>	E. DATE <b>e</b>
6. PROPERTY ITEMS <b>8</b>		
QUANTITY (OR PROP. NO.)	ITEM DESCRIPTION (GIVE FULL DETAILS INCLUDING SERIAL NUMBERS, IF ANY, AND CONDITION CODE)	INVENTORY VALUE
<b>CERTIFICATIONS OF PROPERTY AND FISCAL OFFICERS</b>		
7. PROPERTY OFFICER: THIS TRANSACTION IS COMPLETED AND THE NECESSARY ENTRIES HAVE BEEN MADE TO ADJUST THE PROPERTY RECORDS. PROCEEDS, IF ANY, ARE TO BE DEPOSITED TO:		8. FISCAL OFFICER A. <input type="checkbox"/> THE SUM INDICATED BELOW HAS BEEN RECEIVED IN PAYMENT FOR THE PROPERTY DISPOSED OF. B. <input type="checkbox"/> THE NECESSARY ENTRIES HAVE BEEN MADE TO ADJUST THE ACCOUNTING RECORDS.
AMOUNT (\$) _____		SCHEDULE NO. _____
SIGNATURE _____	DATE _____	SIGNATURE _____
		DATE _____
FOVER		

Instructions for Completing the Report of Transfer  
or other Disposition or Construction of Property

- ① Enter the number assigned by FGIS.
- ② Enter the date of transaction.
- ③ Check the box to indicate the type of transaction.
- ④ Enter authorization reference (FGIS Directive 265.1).
- ⑤ Enter amount of proceeds received when applicable.
- ⑥ Enter FGIS and the name of the field office. Also, enter:
  - a. Street address or P.O. box;
  - b. City, State, and zip code;
  - c. Signature of the field office manager; and
  - d. Title.
- ⑦ Enter the name of the receiving agency and the:
  - a. Organizational unit (or street address/P.O. box of purchaser or donee);
  - b. City, State, and zip code;
  - c. Signature of recipient;
  - d. Title if applicable; and
  - e. Date of transaction.
- ⑧ Enter whether the grain was sold, donated, or destroyed and the:
  - a. Quantity of grain,
  - b. Type of grain, and
  - c. Value of the grain.

2.7  
RECORD OF  
WITHDRAWALS  
AND DISMISSALS

Each FGIS field office and agency shall maintain a record for inspection services which are withdrawn by the applicant or conditionally withheld or dismissed by the agency or field office.

The format for these records shall be left to the discretion of official personnel, but the records shall include:

- A. The name and address of the applicant;
- B. The date of the application for inspection;
- C. The location and identification of the carrier or lot;
- D. The kind and scope of the official inspection service; e.g., official sample-lot inspection, submitted sample inspection, etc.;
- E. The type of action taken (withdrawal, dismissal, or withheld) and the reason for the action; and
- F. The date of the action.

2.8  
STOWAGE  
EXAMINATION  
WORK RECORD

FGIS field offices and agencies shall complete and maintain records for all domestic and export stowage examinations.

Stowage examination information may be recorded separately on any suitable form, sample ticket, or similar work record. Regardless of the type of form used, all stowage examination records shall include:

- A. The type of inspection; e.g., original, reinspection, or appeal.
- B. The identification of the carrier. Identify a barge by its initials and number or name; a ship by its name preceded by its means of propulsion (M/V, M/T, S/S, etc.); and a railcar by its initials and number.
- C. The date and time the examination was completed.
- D. The location of the carrier in terms of city, State, and/or holding area.
- E. The exact identification of the holds, tanks, or other stowage areas examined.
- F. The results of the inspection. If the stowage space is declared unfit, enter the reason(s) why it is declared unfit.
- G. Any pertinent information relating to the inspection and any authorized special statements that have been requested.
- H. The name(s) of the person(s) requesting the inspection.
- I. The name(s) of the person(s) conducting the inspection.

NOTE: A separate work record shall be completed for those stowage areas that pass and for those that do not pass.

FGIS personnel shall use one of the following forms as the work record for stowage examinations: FGIS-939, "Stowage Examination Worksheet;" FGIS-915, "Official Stowage Examination Certificate;" FGIS-918, "Sample Pan Ticket;" FGIS-919, "Sampling Ticket;" FGIS-920, "Grain Sample Ticket;" or FGIS-921, "Inspection Log."

# STOWAGE EXAMINATION WORKSHEET

STOWAGE EXAMINATION WORKSHEET		<input type="checkbox"/> ORIGINAL <input type="checkbox"/> APPEAL <input type="checkbox"/> SUPERVISION	
NOTE: THIS IS NOT AN OFFICIAL CERTIFICATE OF INSPECTION		CERTIFICATE NO. <input type="text"/>	DATED <input type="text"/>
IDENTIFICATION <input type="text"/>	DATE OF INSPECTION <input type="text"/>	TIME COMPLETED <input type="text"/>	
LOCATION <input type="text"/>	TYPE OF INSPECTION <input type="checkbox"/> USGSA <input type="checkbox"/> AMA		
STOWAGE SPACE EXAMINED <input type="text"/>			
RESULTS <input type="checkbox"/> <u>"(Stowage space) examined on the above date and found to be substantially clean, dry, free of insect infestation, and suitable to maintain the quality of the grain."</u> <input type="checkbox"/> <u>"(Stowage space) examined on the above date and found not suitable to maintain the quality of the grain because of _____"</u>			
REMARKS <input type="text"/>			
NAME OF APPLICANT <input type="text"/>		<input type="text"/>	
TIME	ACTUAL HOURS	SIGNATURE OF INSPECTOR	
FROM: <input type="text"/>	RT    SS    OT		

Instructions for Completing the Stowage  
Examination Worksheet

- ① Check the box for the type of inspection.
- ② Enter the serial number of the certificate issued.
- ③ Record the date of the inspection.
- ④ Enter the identification of the carrier. Identify a barge by its initials and number or name; a ship by its name preceded by its means of propulsion (M/V, M/T, S/S, etc.); and a railcar by its initials and numbers.
- ⑤ Enter the date the examination is completed.
- ⑥ Insert the military time to the nearest quarter hour when the examination was completed.
- ⑦ Enter the exact location of the carrier in terms of city, State, and/or holding area.
- ⑧ Check the appropriate box.
- ⑨ Indicate the holds, tanks, or other stowage areas examined. When needed, the back of the form may be used.
- ⑩ Check the appropriate box. When the "not suitable" box is checked, enter the reason(s) why it is not suitable.
- ⑪ Enter any pertinent information relating to the inspection. Also, show any authorized special statements that have been requested.
- ⑫ Enter the name of the person applying for the inspection; if supervision, leave blank.
- ⑬ Record in military time and to the nearest quarter hour the time the examination began and the time it was completed. Also, record the actual number of hours of regular time (RT), standby time (SB), and/or overtime (OT).
- ⑭ Enter the signature(s) of the person(s) conducting the inspection.

2.9  
CERTIFICATE  
CONTROL RECORD

FGIS and agency personnel are required to maintain a record on the receipt and disposition of certificates because they are legal documents. The format of this record is at the discretion of the field office and agency manager but must include:

- A. Title and/or form number of the certificate;
- B. The beginning and ending serial numbers of the certificates received;
- C. Serial numbers of the certificates issued and/or voided;
- D. Date the above actions took place; and
- E. Other information that is useful or needed by field office and agency managers.

Certificates should be stored and used in chronological order. In addition, certificates stored outside the main office, in such places as an elevator office, separate service point office, or certificates provided to an applicant, must be accounted for by recording, in addition to the above information, the location, serial number, and date the certificate was stored.

Protect unused certificates from theft and fraudulent or unauthorized use by storing them in locked or sealed cabinets and lockers. Certificates in rolls or fan folds that have been fed into computer tractor feeds may remain in place if the room is locked and the first and last certificate numbers are recorded.